

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DPS1494222
POSITION NO: 944366
CLASS CODE: 2277

Date Posted: 10/24/11
Closing Date: 11/04/11

POSITION TITLE: CORRECTIONAL OFFICER
DEPARTMENT NAME: DPS/Department of Corrections
DEPARTMENT NO: 149 WORKSITE LOCATION: Shiprock, NM
WORKS DAYS/HOURS: POSITION TYPE: GRADE: R59A
Days: Split-Shift Permanent: ☒
Hours: Split-Shift Temporary: ☐ Duration: _____ \$ 24,752.00 Per Annum
Part-Time: ☐ No. of Hrs/Wk: 40 \$ 11.90 Per Hour

DUTIES AND RESPONSIBILITIES:

Performs duties involving the care and custody of prisoners/inmates by receiving, booking, detaining, incarcerating, and guarding of prisoners/inmates in accordance with established policies, procedures, and regulations; observes conduct and behavior of prisoners/inmates to prevent disturbances and escapes; guards, directs, and supervises inmates during work detail; monitors inmates during meal times and other assignments; patrols assigned areas to prevent questionable activities, infractions of rules and unsatisfactory attitudes of adjustments of inmates; may employ weapons (baton, OC Spray, etc.) or force to maintain discipline, harmony, and order among prisoners/inmates if necessary; maintains records, supplies, materials, equipment, and facilities; transports prisoners/inmates personal belongings or property; handles and corrects immediate problems and emergencies in jail; maintains jail visiting hours; prepares, submits and maintains daily logs, activity reports and other required reports/documents; attends staff and other meetings; attends trainings; release prisoners/inmates as required; and may prepare and/or assist in preparation of meals for inmates.

QUALIFICATION REQUIREMENTS:

Education and Training:

A High School Diploma or GED; and

Experience:

One (1) year experience in a correctional/detention facility; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. (Additional certificates may be required upon employment.) **To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.)**

Special Knowledge, Skills and Abilities:

Knowledge of federal, state, and Navajo Nation laws, regulations and policies governing incarceration; of the method, practices and procedures used in the care and custody of inmates; of methods and techniques for maintaining control over inmates; and of CPR and First Aide. Skill in maintaining composure under stressful or dangerous conditions; in maintaining accurate records; and establishing and maintaining working relationships. Ability to learn quickly; to understand and follow oral and written instructions; and to remain alert at all times and to react quickly in an emergency situation.

License/Certification Requirements:

Must possess a valid State Driver's license. Must not have any felony convictions or convictions involving moral turpitude and no dishonorable military discharge. Within 90 days of employment must obtain a Navajo Nation Vehicle Operator's Permit, a Cardiopulmonary Resuscitation (CPR) Certificate, a First Aide Certificate and a Food Handler's Permit. Within 6 months of employment must pass a background investigation, drug screening, physical agility test and physical examination. Within one (1) year of employment must complete the BIA Basic Corrections Officer Training.

VETERANS' PREFERENCE APPLIES

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.

Revised: 1-15-99